

# UNIVERSITY ARCHIVES

Papers presented at an Institute  
conducted by the  
University of Illinois  
Graduate School of Library Science

November 1 - 4, 1964

Edited by  
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## FOREWORD

Archival administration has been paid scant attention by librarians and by teachers of library science. In spite of its resemblance, at least in externals, to the management of libraries, it has been the historians who first appreciated the value of archives and who developed principles and methods for their administration. Recognition by librarians of this important kindred study is long overdue. There are signs that in our universities we are emerging from the stage in which the task of preserving and arranging the past records of the institutions is given to a semi-retired professor of Greek or medieval history.

For its 11th Allerton Park Institute, therefore, the faculty of the Graduate School of Library Science of the University of Illinois chose the topic, "University Archives." The task of dividing the topic into convenient parts, securing speakers, inviting participants, and attending to the many details of a conference fell to a Planning Committee of the School's faculty: Mr. Robert B. Downs, Miss Thelma Eaton, Mr. Herbert Goldhor, and the editor. Happily, the Committee was able to get the advice and help of Mr. Maynard Brichford, Archivist of the University of Illinois. The suitable division of the topic and the securing of able persons to participate in the program largely followed his suggestions, since he was much better acquainted with both the subject and the leaders of the field than were the members of the Committee. With his counsel, the Committee feels that some of the ablest archivists in the United States were invited to take part on the program. Their acceptance of assignments and their willingness to take time from their heavy programs to prepare and deliver papers at the Conference resulted almost entirely from a desire to further the recognition of the profession of archival management, particularly when that recognition came from the sister discipline of library science.

If the sharing of mutual interests by these two professions is overdue, it may be hoped that this Allerton Park Institute at least fostered a friendship. Most of the conferees were university librarians whose duties now, or soon will, include the management of their institution's archives. Not only did they show great interest and ask many questions in the meetings, but generally they also indicated some surprise at the degree of independent development of this kindred field and at the difference between the principles governing the management of archives and those with which they were already familiar.

At the final session of the conference, Mr. Brichford asked for opinions about the need for training future archivists. In his report of this session, he noted that:

The participants agreed 1) on the need for special training for university or "small" archivists, 2) that the training should include formal training in archival theory and practical work with materials, and 3) that Library School students need some archival training, if only to enable them to distinguish archival material. They did not agree on the type of training, but suggested three possibilities:

- 1 - a series of training institutes like the Allerton sessions with emphasis on work with archival materials—similar to the American University—National Archives courses.
- 2 - an elective course or courses in a Library School.
- 3 - a special curriculum in the Library School with courses in historical research methods, public administration, archival principles and techniques and library science.

Most archivists are dissatisfied with the existing training and there is an increasing demand for archivists. The main problem is that a competent archivist needs an interest in research, a graduate degree in history and practical work experience. Short courses and electives provide training, but do not equip one without this background to manage an archival program.

Besides the counsel of Mr. Brichford, the Planning Committee wishes to acknowledge also the help of the following persons in making the conference a success and in bringing the papers to published form: Mr. Eugene H. Schroth, Allerton House; Mr. Hugh M. Davison, Division of University Extension; Mrs. Ruth Spence, Library School Library; and Mrs. Bonnie Noble and Miss Jean Somers, Graduate School of Library Science. While many of the advantages of attending the conference cannot be made available to those who are able only to read the published papers, nevertheless it is our hope that readers of this volume will find ideas and methods which they may apply at their institutions.

Rolland E. Stevens  
Chairman, Planning Committee

Urbana, Illinois  
November 1964

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\*We regret that Mr. Boell's manuscript did not arrive in time for inclusion in this publication.